**CECS Student Services Center ACADEMIC Success Plan**

The Student Services Center is committed to helping you reach your academic goals. This worksheet is designed to help you develop a plan to achieve academic success. Be honest with yourself about the commitment and effort you are willing to invest so that you can develop a plan that is achievable and workable for you.

*Please note: You must bring your completed worksheet to your advisement appointment.*

**Step 1: Identify the obstacles you encountered last semester.**

Using the list and matrix below, identify the three greatest obstacles you faced last semester and how they interfered with your academic success.

<table>
<thead>
<tr>
<th>Obstacle</th>
<th>How did this obstacle interfere with your success? (be specific)</th>
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<tbody>
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- __ I didn’t go to class
- __ I didn’t take notes in class
- __ I didn’t pay attention in class due to texting, surfing the net, etc.
- __ I didn’t turn in homework or other assignments (or turned them in late)
- __ I didn’t study enough
- __ I wasn’t sure how to study effectively (I never had to study in high school)
- __ I didn’t manage my time well
- __ I watched too much TV
- __ I spent too much time on the internet, Facebook or playing video games
- __ I wasn’t organized enough
__ I missed a test
__ I procrastinated too much
__ I didn’t keep up with the reading
__ I didn’t participate in class
__ I had trouble adjusting to college life
__ I had test anxiety
__ I was homesick
__ I am uncertain about my educational goals
__ I allowed use of alcohol or other drugs to interfere with my academics
__ I had difficulty prioritizing between school work and social activities
__ I wasn’t motivated enough
__ I wasn’t sure that I wanted to be at CSUN
__ I had personal problems or issues
__ I had health problems
__ I didn’t get enough sleep
__ I had trouble balancing work and class
__ I was confused about a choice of major
__ I became frustrated about my performance and just gave up
__ I think I might have an undiagnosed learning disability
__ I didn’t buy the book for the class
__ I had financial problems last semester
__ I pledged a fraternity/sorority
__ I had difficulty with the subject matter in one or more of my classes (math, science, writing, etc.)
__ Other (Be Specific) ____________________________
Step 2: Generate potential solutions for overcoming the obstacles you listed.

Use the matrix below to list the obstacles you faced last semester and three potential solutions for each obstacle.

<table>
<thead>
<tr>
<th>Obstacle</th>
<th>Solution #1</th>
<th>Solution #2</th>
<th>Solution #3</th>
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__ I will meet with my academic advisor to discuss my academic concerns, course selections and develop a plan for success.

__ I will develop a time management plan that works for me

__ I will attend all of my classes

__ I will go to class prepared

__ I will stay focused in class

__ I will set a study schedule for each class and follow it

__ I will study in a place that allows me to get my work done

__ I will attend tutoring sessions (JD 1622B or the Learning Resource Center)

__ I will attend academic skill-building workshops (i.e., time management)

__ If I am having difficulty in a course for which tutoring is not currently offered, I am going to find other students to work with who are doing well in the course

__ I will make better choices regarding my health, sleeping and eating habits
I will make better choices regarding my use of alcohol and/or other drugs

I will get to know my professors

I will ask my professor for help if I am having difficulty in a course

I will meet with a counselor in University Counseling Services if needed

I will utilize the major and career exploration services at the Advising Resources Center/EOP

I will seek assistance from someone in the Financial Aid Office

I will meet with someone in the Office of Student Disability Services

I will get involved in fitness activities at the CSUN Recreation Center (it’s free!)

Other solutions that will allow me to be successful:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Step 3: Commit to workable and achievable solutions.

Using the matrix below, list the three most achievable solutions you are willing to try, how these solutions may help you, and the sacrifices you will need to make in order to achieve your goals.

<table>
<thead>
<tr>
<th>Solution</th>
<th>How will this solution help me?</th>
<th>What will this solution require of me in terms of time and effort?</th>
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Step 4: Develop your plan of action!

Write your most important goal down below. Using the solutions you generated, list the steps you will take to reach your goal and the date by which you will complete those steps. Use the SMART formula for achieving your goal.

S= Specific: Make your goal as specific as possible.

*Example: I will have a 2.5 cumulative GPA by the end of the 2012 fall semester.*

M= Measurable: Be sure that your goal is measurable.

*Example: I will be able to measure whether or not I have achieved my desired GPA at the end of the semester.*

A= Attainable: Set goals that you can achieve.

*Example: I have done the math and know that 2.5 cumulative GPA by the end of the semester is possible.*

R= Realistic: Set goals that are realistic.

*Example: I can realistically achieve a 2.5 cumulative GPA if I earn 4 Bs and 1 C this semester.*

T= Timely: Establish a timeline for reaching your goal.

*Example: I can achieve my goal by the end of the Fall 2012*

My TOP Goal: ________________________________________________________________

Steps I will take to reach this goal:

1. ________________________________________________ by ________________ (date)

2. ________________________________________________ by ________________ (date)

3. ________________________________________________ by ________________ (date)
Step 5: Remember that with effort and persistence, you can return to good academic standing! Keep the following in mind:

1. **BE COMMITED** to achieving academic success

2. **UNDERSTAND** what academic probation means and what grades you’ll need to earn to return to good academic standing.

3. **IDENTIFY** the problems that led to your poor grades.

4. **CONSIDER** all of your options – including adjusting your course load, cutting back on extracurricular activities, repeating courses.

5. **KNOW** the add, drop, and withdrawal deadlines as well as other academic policies that pertain to you.

6. **LET OTHERS ASSIST YOU** and take advantage of the SSC advisors and support services such as tutoring, personal counseling and academic coaching.

7. **THINK POSITIVELY** and **WORK HARD! DON’T GIVE UP!**

**NOTES:**

This document was developed from the Academic Success Plan from Clemson University